

MEMORANDUM FOR: Chief, Procurement Management Staff, OL
Chief, Logistics Services Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

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FROM: [REDACTED]
Chief, Plans and Programs Staff, OL

SUBJECT: Office Evaluation Conferences (U)

REFERENCE: Multi adse memo fm A/DDA dtd 24 Oct 79,
same subj: (DDA 79-3337; OL 9 4485)

1. Attached for your information is a copy of the referent which offers guidance in preparing for the OL Office Evaluation Conference scheduled for 30 November 1979 at 2:00 p.m. (U)

2. Inasmuch as each Office Conference is limited to 60 minutes, it will be necessary to confine individual presentations to 8 minutes each. This should allow the D/L sufficient time for introductory and closing remarks, plus a brief question/answer period while keeping within OL's allotted time frame. Please forward your presentation materials to this Staff by 21 November 1979. A "dry-run" will be scheduled for 26 November at 2 p.m. in the Supply Division conference room. A copy of your 1978 briefing outline is attached to assist you in formulating your 1979 presentation. (U)

3. Contact [REDACTED] Plans and Programs Staff, [REDACTED] if additional information is required. (C)

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WARNING NOTICE

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